

EXPLANATION FOR LLC DOCUMENTS

1. **OWNERSHIP OF PREMISE:** *MUST BE IN LLC NAME*- A copy of the warranty deed or a lease agreement showing that you have the right to occupy the premise and are in control of the premises.
2. **BILL OF SALE OR LEASE FOR THE FURNITURE, FIXTURES AND EQUIPMENT:** *MUST BE IN LLC NAME*
Unless already stated in the above document, will need a document stating you either own or are leasing/renting the furniture fixtures and equipment.
3. **CIGAR BAR: BILL OF SALE FOR HUMIDOR:** *MUST BE IN LLC NAME*- Need a Bill of Sale for the Humidor.
4. **IF AN ON-PREMISE LICENSEE AND YOU HAVE A DRAFT SYSTEM:** *MUST BE IN LLC NAME* Will need a copy of the bill of sale with a \$\$ amount or lease for the draft System.
5. **IF YOU ARE BUYING AN ALREADY LICENSED ESTABLISHMENT AND THERE IS ALCOHOL:** *MUST BE IN LLC NAME* Will need a bill of sale with a \$\$ amount along with a complete inventory of the stock by brand and type.
6. **IF AN ON-PREMISE LICENSE:** *MUST BE IN LLC NAME* Must have a permit of assembly showing the seating capacity allowed by the local fire department.
7. **IF AN ON-PREMISE LICENSE:** *MUST BE IN LLC NAME* Must have a food certification permit from the local or state health agency or a grading sheet totaling a score of at least 70 or above.
8. **CERTIFICATE OF REGISTERED TRADE NAME FROM THE SECRETARY OF STATES OFFICE:** *MUST BE ISSUED TO LLC*
– Example: 123 Main St LLC –(DBA My Place On Main St –shows it is registered to the LLC)
9. **NOTARIZED AFFIDAVIT FOR ALL MEMBERS AND LLC MANAGERS:** attached.
10. **IF APPOINTING A MANAGER FOR THE ESTABLISHMENT:** *MUST HAVE A LETTER FROM THE LLC*- appointing person as manager and attach an affidavit for the manager and or persons in charge.
11. **COPY OF THE CERTIFICATE FOR MTS TRAINING:** (if attended prior to getting license) must be either manager or LLC Member /LLC manager.
12. **DESIGNEE NOTIFICATION FOR MTS TRAINING FILLED OUT AND SIGNED BY LLC MEMBERS OR LLC MANAGER**
Attached.
13. **IF AN ON-PREMISE RESTAURANT LICENSE:** We must have a copy of your menu.
14. **TOWN APPROVAL:** Need letter from town stating they have no objection to you having a liquor license at this address (only need if within 15 days of submitting your request for application to us). Additional permits (In the city/town of Salem, Manchester, or Bedford must have a license issued by city/town for operation on Sunday, in the town of Hudson must have a permit from the town of Hudson).
15. **IF COMBINATION LICENSE:** Must have proof of \$3,000.00 wholesale grocery stock available to the public and it must include milk (including dairy), bread, meat, (vegetables, fruits- canned or fresh), cereal and snack food (soda, juice, water, candy, ice cream, pastries, chips, etc.)
16. **IF ON-PREMISE LICENSE WANTING ENTERTAINMENT:** Letter from town stating they have no objections to you having entertainment at your establishment.
17. **IF THERE WAS A PREVIOUS LICENSE PRIOR TO YOU:** Need previous license, copy of previous license, or trade name and license number of previous license.

LLC DOCUMENTS:

18. **CERTIFICATE OF FORMATION WITH ALL ADDENDUMS ATTACHED:** What you filled out for your LLC and sent to NH Secretary of State – they will send it back with stamp on upper right corner.
19. **CERTIFICATE OF GOOD STANDING SECRETARY OF STATE ISSUED WITHIN LAST 12 MONTHS:** Go to Secretary of State's website "NH.GOV/SOS" and print this off from the page with your information.
20. **CERTIFICATE OF AUTHORITY FROM NH SECRETARY OF STATE'S OFFICE:** ONLY IF YOUR LLC IS NOT A NH LLC.
21. **LLC OPERATING AGREEMENT:** If you do not have one, you can go online and google LLC operating agreement, print out, fill it out and sign it.
22. **CONSENT OF ALL MEMBERS:** This is document stating your LLC was formed on the formation date and the following are the LLC members/ LLC managers – include full name, date of birth, place of birth, legal address and title of each person.
23. **IF SOMEONE OTHER THAN LLC MEMBER OR LLC MANAGER WILL BE SIGNING THE APPLICATION:** must have notarized original power of attorney and affidavit for person with power of attorney